

Personnel

**UNITED STATES TRANSPORTATION COMMAND (USTRANSCOM)
LEAVE AND PASS/LIBERTY ADMINISTRATIVE PROCEDURES**

This instruction establishes the leave and pass/liberty administrative procedures to be followed by all United States Transportation Command (USTRANSCOM) military personnel and supervisors of military personnel assigned to Scott Air Force Base, Illinois.

SUMMARY OF REVISIONS

Overall generally updates the text. Clarifies types and control of pass and liberty. Reflects changes in organizational titles/codes. *Note:* Since this regulation was revised extensively, asterisks will not be used to identify revised material.

1. References, Abbreviations, Acronyms, and Terms. References, related publications, abbreviations, acronyms, and terms used in this instruction are listed in Attachment 1.

2. General:

2.1. Manpower and Personnel Directorate (TCJ1) is responsible for establishing and monitoring USTRANSCOM leave and pass/liberty procedures.

2.2. Directors and Chiefs of Direct Reporting Elements (DREs) will establish controls to ensure that the Services' and Command's leave and pass/liberty administrative procedures are followed.

2.3. TCJ1 will issue on a case-by-case basis special instructions for use of leave and pass/liberty over holiday periods and special events.

2.4. Information on specific Service leave requirements can be obtained by reviewing the appropriate Service directive (see Attachment 1 for references) or by contacting the Air Force, Navy/Marine Corps, or Army personnel representative in the Personnel Programs Division (TCJ1-P).

3. Policies:

3.1. All leaves shall normally be submitted sufficiently in advance of the start date to allow for administrative processing (5 working days). Leave control numbers are issued no earlier than 14 days prior to the beginning date of the leave.

3.2. Requests for advance, excess, terminal, or emergency leave taken outside Continental United States (CONUS) are processed in accordance with (IAW) applicable Service leave regulations.

3.3. Leave approving officials will ensure that the individual has sufficient leave to cover the leave period requested. Information can be verified on the individual's latest Leave and Earnings Statement, or by contacting the appropriate Customer Support Team in TCJ1-P. A request for advanced or excess leave is processed IAW the applicable Service regulation.

3.4. Leave extensions (both ordinary and emergency) are requested by the individual concerned, and approved by the individual's supervisor or the supervisor's chain of command. Necessary information to process an extension must be provided to TCJ1-P prior to the original requested leave ending date. Leave extensions may be requested in person, via telephone or message. If requesting an extension for emergency leave, individuals can use the American Red Cross.

3.5. Types and Control of Pass/Liberty:

3.5.1. Regular. Regular pass/liberty begins at the end of normal working hours on a given day, and expires with the start of normal working hours on the next working day. On weekends, a regular pass/liberty will usually be authorized to begin at the end of working hours on Friday afternoon until the start of work on Monday morning. This type of pass does not require written authorization. Regular pass periods will not exceed 72 hours in length, except for public holiday weekends and public holiday periods specifically extended by the President. For personnel on shift work, equivalent schedules should be arranged, though days of the week may vary.

3.5.2. Special. Special pass/liberty periods may include nonduty days, but must include at least one duty day. Special pass/liberty periods begin at the end of normal working hours on a given day and end with the start of normal working hours on the third day; such as, from Monday afternoon until Thursday morning. Usually, the length of a special pass/liberty is approximately 64 hours. This may be extended to fit the unit's operating schedule to a maximum of 72 hours. Pass/liberty of 72 hours or less may be approved by the supervisor or delegated approval authority.

3.5.3. In unusual circumstances, if the supervisor deems it appropriate, a longer special pass/liberty period other than that outlined in paragraph 3.5.2. may be granted. In such cases, the pass begins at the end of normal working hours on a given day and expires with the start of normal working hours on the fourth day, and includes at least two consecutive nonduty days; such as, from the end of work on Thursday afternoon until Monday morning. The length of pass/liberty is approximately 88 hours. It may be extended to fit the unit's operating schedule to a maximum of 96 hours; however, under no circumstances will it exceed 96 hours. This pass/liberty may be approved by the supervisor or delegated approval authority.

3.5.4. Extensions may be granted by the approving authority; however, the total absence must not exceed 72 hours for a regular pass/liberty or 96 hours for a special pass/liberty. An extension that exceeds the pass/liberty period is charged as ordinary leave.

3.5.5. Special pass/liberty will not be granted in succession with leave or another special pass/liberty and vice versa; that is, at least one period of duty must be performed after termination of one and before implementation of the other.

4. Procedures:

4.1. Air Force (AF):

4.1.1. Ordinary leave:

4.1.1.1. AF Form 988, Leave Request/Authorization, is used for placing all Air Force personnel on leave. Leave is charged IAW Table 1 of Air Force Instruction (AFI) 36-3003.

4.1.1.2. AF Form 988 is completed by the individual and approved by that individual's supervisor or supervisor's chain of command (except for advanced, excess, and terminal leave which requires AF Element Section Commander approval).

4.1.1.3. Contact the Air Force Personnel Branch (TCJ1-PF) for a leave authorization number. Once leave authorization number is received, forward Part I of AF Form 988 to TCJ1-PF, who in turn, forwards it within 6 workdays to 375th Airlift Wing, Financial Management, (375 AW/FMF); Part II is given to the Service member; Part III is retained by the supervisor.

4.1.1.4. On the first duty day following leave, the supervisor completes Part III, Section III of AF Form 988, and forwards it to TCJ1-PF for final processing.

4.1.2. Emergency Leave. The procedures outlined in paragraph 3.3 will be followed for emergency leave. When emergency leave takes place after duty hours or on weekends, the individual or supervisor will contact the Command First Sergeant for a leave number. If overseas travel is involved, TCJ1-PF will process AF Form 972, Request and Authorization for

Emergency Leave Travel, and/or AF Form 973, Request and Authorization for Dependent(s) Travel, according to Service directives. Overseas travel orders will be verified by the 375 AW/FMF for funding. Contact the 375th Airlift Wing Command Post, commercial 618-256-5891, for nonduty hours finance representative. For emergency leave orders in the CONUS, the AF Form 988 may be prepared by the individual, immediate supervisor, or designated personnel. Ensure leave number has been issued and documented. Member and supervisor must sign and date AF Form 988. Ensure appropriate copies of AF Form 988 are distributed IAW paragraph 4.1.1.3.

4.1.3. Passes. Special passes are documented on an AF Form 988 by marking the “Other” box in Section 1, Block 8. If the member fails to return to duty from a special pass, the AF Form 988 will be processed. No leave authorization number is necessary.

4.1.4. Permissive Temporary Duty (PTDY). Air Force Element Section Commander is the approval authority for PTDY. PTDY will be documented on an AF Form 988. Individuals arriving permanent change of station (PCS) can be authorized up to 8 days PTDY for house hunting after signing in. Individuals departing PCS can be authorized up to 10 days PTDY for house hunting prior to out processing. Individuals who are retiring or receiving transition benefits can be authorized up to 20 days PTDY for job and house hunting prior to out processing.

4.2. Army:

4.2.1. Ordinary leave:

4.2.1.1. Department of Army (DA) Form 31, Request and Authority for Leave, is used for Army leave.

***4.2.1.2.** DA Form 31 is completed by the individual. The individual will then obtain the supervisor’s or delegated approval authority’s signature and forward the leave request to TCJ1-PA. ***DO NOT** complete blocks 1 (control number), 3 (date), and 13 (signature and title of approving authority).* These blocks are completed by the Army Personnel Branch (TCJ1-PA) at the time the leave request is processed.

4.2.1.3. The DA Form 31 is forwarded to TCJ1-PA for assigning a leave control number and for the signature of the “approving authority.” The “approving authority” is a member of the Army cell authorized by the Personnel Support Center at Fort Leonard Wood, Missouri. This individual’s signature must appear on the form in order for it to be processed. A request for advanced, transitional, or excess leave is approved by the USTRANSCOM Army Element Commander.

4.2.1.4. The Service member should obtain copy 2 of DA Form 31 prior to starting leave.

4.2.1.5. Personnel are automatically signed out on the first day of leave (there is no need to personally check out). If the individual elects not to start leave on the first day as indicated on the DA Form 31, they should notify TCJ1-PA to preclude being charged leave. If an individual performs duty for more than half of the normal workday, that day is not charged as leave. The member should notify TCJ1-PA to preclude being charged leave.

4.2.2. Emergency leave. The procedures in paragraph 4.2.1.2. will be followed for emergency leave, except for emergency leave that takes place after duty hours or on weekends. In this case, the supervisor will be contacted at home to provide approving authority authentication (see Notes 1 and 2). Special handling is as follows:

4.2.2.1. For emergency leave within CONUS, the DA Form 31, minus the individual's copy, will be provided to TCJ1-PA not later than (NLT) the morning of the next normal duty day.

4.2.2.2. If emergency leave requires travel outside CONUS, the approving authority will contact TCJ1-PA for assistance in obtaining emergency leave orders from Fort Leonard Wood, Missouri, and port call for overseas travel.

4.2.3. Pass/liberty. A special pass/liberty of 24 hours or more is documented on a DA Form 31 by marking the "Other" box in Part I, Section 7. The copy annotated "member's copy," is given to the individual, and the remaining copies are retained by the supervisor. Copies can be destroyed upon the individual's return to duty.

4.3. Navy and Marine Corps:

4.3.1. Ordinary leave:

4.3.1.1. Navy Comptroller (NAVCOMPT) Form 3065, Leave Request/Authorization, is used to place Navy personnel on leave. Navy Marine Corps (NAVMC) 3, Leave Authorization, is used to place Marine Corps personnel on leave. Leave is not charged for the day when an individual begins the leave after a normal duty day and returns from leave prior to a normal duty day starting.

4.3.1.2. NAVCOMPT Form 3065/NAVMC 3 is completed by the individual and approved by the individual's supervisor or delegated approval authority (except for excess leave or advanced leave, which requires approval by the Navy Element Commander).

4.3.1.3. The member requesting leave will take the completed NAVCOMPT Form 3065/NAVMC 3 with leave authorizing officials' signatures to the Navy and Marine Corps Personnel Branch, TCJ1-PN, for issuance of a leave control number. When circumstances preclude the member from personally delivering the form to TCJ1-PN, the supervisor or delegated approval authority will call TCJ1-PN for a leave control number.

4.3.1.4. Upon issuance of a leave control number for Navy personnel, NAVCOMPT Form 3065, Part 1 is returned to the member. Part 2 is retained in suspense by the supervisor until the member returns from leave, and then destroyed. Part 3 is forwarded by TCJ1-PN to the Personnel Support Detachment (PSD), Memphis, for proper leave accounting and control. If the form is computer-generated, TCJ1-PN will make appropriate copies and distribute. For the NAVMC 3, TCJ1-PN will assign a leave control number and telefax to Inspector/Instructor (I/I) Staff, H&S Company, 3rd Battalion, 24th Marines, Bridgeton, Missouri 63044-2314. Telephone DSN 693-6362 or commercial (314) 263-6362.

4.3.1.5. NAVCOMPT Form 3065/NAVMC 3, Part 1, Navy and Marine Corps Personnel in the grade of E-6 or above will sign themselves in and out; personnel in the grade of E-5 or below will be signed in and out by their supervisor.

4.3.1.6. The first duty day after returning from leave, NAVCOMPT Form 3065, Part 1 and original NAVMC 3 will be forwarded to TCJ1-PN for final processing. The NAVMC 3, original, will be telefaxed to the I/I Staff for immediate processing. The original will be mailed to the I/I Staff to be included in the member's permanent record.

4.3.2. Emergency leave. The procedures outlined for ordinary leave will be followed for emergency leave, except for emergency leave that takes place after duty hours or on weekends. In this case, Navy personnel are given NAVCOMPT Form 3065, Part 1, without a leave control number. Parts 2 and 3 are taken to TCJ1-PN the morning of the next normal duty day so that a leave control number can be issued (see Notes 1 and 2). For Marine Corps personnel, a copy of the NAVMC 3 will be forwarded to TCJ1-PN the next duty day for processing. For emergency leave requiring overseas travel, TCJ1-PN will prepare funded temporary duty/temporary active duty (TDY/TAD) orders and, if required, request for area clearance.

4.3.3. Pass/liberty. A special pass/liberty of 24 hours or more is documented on the NAVPERS Form 1336/3, Special Request Authorization Form (*for enlisted personnel only*), prepared in two copies. The original is given to the individual and the copy is retained by the supervisor. The supervisor can destroy both copies upon the individual's return to duty.

NOTE 1: For approval, emergency leave must meet the criteria established by each individual's Service. It is the responsibility of the immediate supervisor or the Senior Enlisted Representative/Service Element Commander, as appropriate, to ensure the emergency exists. Leave within CONUS, even for emergency reasons, will be granted as ordinary leave and approved under the procedures for ordinary leave.

NOTE 2: For emergency leave requiring overseas travel or when Air Mobility Command (AMC) travel is used, contact the Service Element Commander, Command First Sergeant, or Service Element Senior Enlisted Representative for assistance and special processing. For emergency leave in CONUS, the supervisor, on the next duty day, will notify the Service

Element Commander, Senior Enlisted Representative, or Service Element Senior Enlisted Representative of any leave granted for emergency reasons after duty hours or on weekends.

NOTE 3: After duty hours, home phone numbers for the Service Element Commanders, Command First Sergeant, and Service Element Senior Enlisted Representatives can be obtained from the USTRANSCOM Mobility Control Center, commercial 618-256-8705.

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Director, Manpower and Personnel

1 Attachment

Glossary of References, Abbreviations, Acronyms, and Terms

Distribution: X (TCCC-P, TCCC-Q, TCCC-X, TCFP, TCIG, TCIM, TCJA, TCPA, TCRC - 1 each; TCJ8, TCSG - 2 each; TCJ2 - 3; TCDC-JS, TCJ5 - 4 each; JTCC, TCJ1, TCJ5, TCJ6 - 5 each; TCJ3/J4 - 13)

GLOSSARY OF REFERENCES, ABBREVIATIONS, ACRONYMS, AND TERMS

Section A--References

Department of Defense (DoD) Directive (DoDD) 1327.5, Leave and Liberty.

Air Force Instruction (AFI) 36-3003, Military Leave Program.

Army Regulation (AR) 600-8-10, Leaves and Passes.

SECNAV Inst. 7220.81, Leave Authorization and Reporting Procedures Navy Members Only.

Navy Military Personnel Manual (NAVPERS 15560C).

Joint Federal Travel Regulation (JTR), Vol. I, Uniformed Service Members.

Section B--Abbreviations and Acronyms

AF - Air Force

AFI - Air Force Instruction

AMC - Air Mobility Command

AR - Army Regulation

CONUS - Continental United States

DA - Department of Army

DoDD - Department of Defense Directive

DREs - Direct Reporting Elements

IAW - In Accordance With

NAVCOMPT - Navy Comptroller

NAVMC - Navy Marine Corps

PSD - Personnel Support Detachment

PTDY - Permissive Temporary Duty

SECNAV - Secretary of the Navy

TAD - Temporary Active Duty

USTRANSCOM - United States Transportation Command